Reengineering of The Center

Contracting/Acquisition Process

Change Leadership Council

Implementation Decision Briefing

Colonel Mary Cooper
Director of Contracting
AFFTC/PK
4 JUN 01

Reengineering of The Center

Contracting/Acquisition Process

Purpose

- Brief Status of Overall Effort - Accomplished & Remaining
- Results of Effort #6 - Centralize Quality Assurance/Surveillance
- Six Month Test of Prototype Centralized Office & Process
- Chief Operating Officer (COO) Comments & Concerns
- Process Owner Views
- Recommendations
- CLC Direction

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Status

- Efforts Accomplished
  - Efforts #1 (AST), #2 (Mission Area Acquisition Team (MAAT), #3 (MIS), #4 (DCMC), #5 (Contract Closeout)
- Effort Remaining
  - Effort #6 -- Centralizing Quality Assurance (QA) and Surveillance of Service Contracts

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Effort #6 -- Implement a Centralized Quality Assurance and Surveillance Office

- Team Composition and Recognition
- Design Concept and History
- Implementation Task
- Assumptions
- Methods, Results & Conclusions
- COO Comments and Concerns
- Process Owner Views
- Test Plan
- Milestones
- Recommendations

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Team Composition

Team Leader – Olivia Sedlick, 95MSS/DPC

Members :

John Lemacks, AFFTC/PK

George Lelak, AFFTC/PK

Richard Welch, AFFTC/XPI

Cynthia Phillips, AFFTC/XPM

Sherry Eddington, AFFTC/XPM

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Design Concept and History

- Contract Administration – Major Process Cost
- QA and Surveillance Process
  - Performance Work Statement/Statement of Work
  - Solicitation and Contract
  - Inspection and Evaluation of Performance
  - Certification of Services Performed
  - Award Fee Process
  - Invoices, Voucher, and Payment
  - Contract Closeout
- Service Contracts
  - Commercial Support Services
  - Technical Support Services
  - Advisory and Assistance Services (A&AS)
- AFI 63-124

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Implementation Task

- Centralize QA and Surveillance
- Determine scope of QA and surveillance by mission area
- Determine most effective and efficient method
- Consider impact on: Training, QA Program Coordinator (QAPC), project manager, contracting officer,

  and contract administrator
- Relate to MAATs
- Overall implementation is to result in a 33% reduction in the cost of the process over the FY01-04 period.

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Assumptions

- Professional Personnel in Process
- Center Workload & Resources Do and Will Change
- Centralization will reduce the number of personnel involved and standardize process
- Reduce Cost of Output (FY01-04)

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- Methods
  - Interviews, Briefings and Stakeholder Input
  - Contracts, Workload & Resource Analysis
  - Comparisons (Lackland AFB, Hanscom AFB, BAE)
- Results/Conclusions
  - Surveillance Process Compliance/Contractor Quality System
  - Percent of Time Spent on QA Duties
  - Training of QA Personnel
  - Post-Award and Pre-Award
  - Variety of Services
  - Cross-Utilization
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COO Comments and Concerns

- COO Meetings Held March-May 01
  - Briefed Implementation Concept
  - Solicited Comments & Verified Understanding
  - Discussed Issues
- Comments and Concerns
  - Cross-Utilization and Specialized Areas
  - Impact of Fewer People
  - Unit Type Code (UTC) Positions
  - Authority of Functional Commander
  - Role of Project Manager
  - Mission Area Acquisition Teams (MAATs)
  - Loss of Functional/Technical Expertise
  - Measurements of Success

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Process Owner Views

- Quality of Contract Surveillance on the Center
- Organizational Placement of QA Personnel
- Mission Area Acquisition Team (MAAT) Relationship
- Technical Services/Advisory & Assistance Services Contracts
- More Contracted Services in the Future

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Test Plan

- Establish a Uniform Process of Surveillance
- 24 Contracts Proposed to be Included in Test
  - 18 I&S and 4 IM
  - 1 T&E and 1 S&T
- Personnel -- Six month Detail
  - Proposed 3 PK and 10 Quality Assurance Personnel (QAP)
- Resources
  - Facility, Vehicles, Furniture, PC's, Phones, Expendables
- Training - Expanded and Greater Depth for Full-Time QAPs
- Measures of Success
  - Performance Measures and Evaluation of Concerns

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Milestones

EVENT	DATE
CLC Approval and Direction	4 Jun 01
Needed Personnel Actions	5 Jun – 29 Jun 01
Secure Facility Space	15 Jun 01
Train Personnel	18-29 Jun 01
Conduct Test	2 Jul – 31 Dec 01
Report Results (Monthly)	Jul-Dec 01
Final Report	Jan 02

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Recommendations

- ✓ Approval of Test Plan
- ✓ Approval to Conduct a Six Month Test of the Centralized Process & Office

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CLC DIRECTION, QUESTIONS, & FURTHER DISCUSSION